School Assessment Coordinator (SAC) Checklist

SAC - Activity	Target Completion Date	Resource			
BEFORE TESTING					
 Confirm that you have received an e-mail with eDIRECT login information (username and temporary password) 	8 weeks prior to testing	eDIRECT Guide			
 □ Add STCs to eDIRECT □ Communicate with STCs to ensure technology readiness for the Forward Exam 	8 weeks prior to testing	eDIRECT Guide			
 Develop testing schedule based on timing and duration information. Confirm testing schedule with DAC 	3 weeks prior to testing	TAM			
 Review trainings and manuals and schedule training session for TAs 	4 weeks prior to testing	TAM			
 Notify TAs when the Test Administration Manual (TAM) is available. 	January 22				
 Ensure that TAs and other staff are appropriately trained and aware of policies and procedures, especially related to security 	4 weeks prior to testing	TAM Test Security Manual			
 Ensure all students have had an opportunity to access the Student prep resources Ensure all students have had ample opportunity to practice test functionality (including accessibility features, if applicable) using the Online Tools Trainings (OTTs) 	3-4 weeks prior to testing	TAM			
☐ Verify that TAs are aware of test security requirements during testing (specifically related to cell phones/smartwatches and other digital devices)	3 weeks prior to testing	Test Security Manual			
Review and verify the accuracy of student demographic information in eDIRECT	2 weeks prior to testing	eDIRECT Guide			
☐ Work with TAs to verify student accessibility features in eDIRECT are appropriate	2 weeks prior to testing	eDIRECT Guide			
☐ Work with the TAs to identify students who will require specialized equipment for accessibility	2 weeks prior to testing	Accessibility Guide TAM			
Print test tickets and verify the correct accessibility features have been applied and are document on the student's test ticket.	1-2 weeks prior to testing	eDIRECT Guide			



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	Store tickets in a secure location until they are ready to be distributed			
r t S	Communicate with the TAs to identify the number of headsets needed in order to take the ELA Listening portions of the assessment. Secure access to the number of headsets needed plus extra.	1-2 weeks prior to testing	TAM	
	Designate testing space for students with separate setting accessibility option	2 weeks prior to testing		
r	Ensure no instructional materials directly related to the content of the test is visible to students (remove or cover all materials on walls and desks)	Day prior to testing	TAM	
t	Work with TA to plan a quiet activity for each esting session for students who finish early that does not involve electronics	2 weeks prior to testing		
	Ensure all students are assigned to test sessions	1 week prior to testing	eDIRECT Guide	
DURING TESTING				
	Distribute test tickets to TAs	Day before or day of testing		
s c	Ensure adherence to all test security policies, specifically, no cell phones/smartwatches or other camera devices are present during sesting	Ongoing during administration	Test Security Manual	
☐ R	Review and investigate all potential rregularities reported by the TA Report any irregularity to the DAC immediately after learning of the incident	Ongoing during administration	TAM Test Security Manual	
O N	Monitor testing progress in eDIRECT during the sesting window and ensure that all students participate as appropriate, addressing student ssues as needed	Ongoing during administration	eDIRECT Guide	
(e	or take DLM) are given a not able to participate or take DLM) are given a not tested code in DIRECT prior to the end of the testing window			
Т	Raise any technical issues with the School Technology Coordinator	Ongoing during administration		
	Collect and securely store test tickets. Collect scratch paper and destroy after each resting session	Ongoing during administration		



SAC - Activity	Target Completion Date	Resource		
AFTER TESTING				
☐ Distribute ISRs to parents/guardians.	After scoring is completed	User's Guide to Interpreting Reports		
 Ensure that all secure test materials have been destroyed and printed test materials (such as Braille materials) have been returned to the DAC. 	Once testing is complete in school	TAM		